



**Thomas A. Schweich**  
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# CITIZENS SUMMARY

## Findings in the audit of the General Assembly and Supporting Functions, House of Representatives

Personnel Policies	The House of Representatives (House) provided pay raises to member and administrative staff that were not provided to Senate or other state employees. These raises totaled approximately \$425,000, representing approximately a 5 percent increase to employees, and were in addition to the 2 percent cost of living adjustment provided to all state employees paid less than \$70,000 per year. The House also allows its employees more generous annual leave benefits than those allowed to most other state employees.
Operating Policies and Procedures	The Committee on Administration and Accounts does not maintain formal written meeting minutes, as required by state law. The House lacks a formal written policy regarding the use and retention of e-mail correspondence and asserts that the Sunshine Law does not apply to records of individual members, but the law related to this matter is ambiguous. The House needs to obtain and retain adequate documentation for items identified as stolen. In May 2012, three laptops and two printers, totaling \$4,952, were identified as stolen and deleted from the general capital asset listing, but neither of the two representatives reporting the assets as stolen provided a police report and/or an affidavit stating the circumstances surrounding the theft.
Contingency Plan	The House has not reviewed and/or tested its contingency plan for resuming normal business operations and recovering computer systems and data in the event of a disaster or other disruptive event since 2007.

In the areas audited, the overall performance of this entity was **Good**.\*

American Recovery and Reinvestment Act (Federal Stimulus)	The General Assembly and Supporting Functions, House of Representatives did not receive any federal stimulus monies during the audited time period.
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\*The rating(s) cover only audited areas and do not reflect an opinion on the overall operation of the entity. Within that context, the rating scale indicates the following:

- Excellent:** The audit results indicate this entity is very well managed. The report contains no findings. In addition, if applicable, prior recommendations have been implemented.
- Good:** The audit results indicate this entity is well managed. The report contains few findings, and the entity has indicated most or all recommendations have already been, or will be, implemented. In addition, if applicable, many of the prior recommendations have been implemented.
- Fair:** The audit results indicate this entity needs to improve operations in several areas. The report contains several findings, or one or more findings that require management's immediate attention, and/or the entity has indicated several recommendations will not be implemented. In addition, if applicable, several prior recommendations have not been implemented.
- Poor:** The audit results indicate this entity needs to significantly improve operations. The report contains numerous findings that require management's immediate attention, and/or the entity has indicated most recommendations will not be implemented. In addition, if applicable, most prior recommendations have not been implemented.